|  |  |
| --- | --- |
| To: | [Type the recipient name] |
| Company: | [Type the recipient company name] |
| Fax: | [Type the recipient fax number] |
|  |  |
| Date: | [Pick a date] |
| From: | www.Online-Templatestore.com |
| Subject: | [Type the recipient company name] |
|  |  |

Dear Peter,

Opening paragraph…

Body…..

Closing paragraph

Yours faithfully,

**For Online-Templatestore.com**

**A.N Other**

Project Manager

Cc: Peter Cash (Ecobuild)

John Stewart (DH Arch)